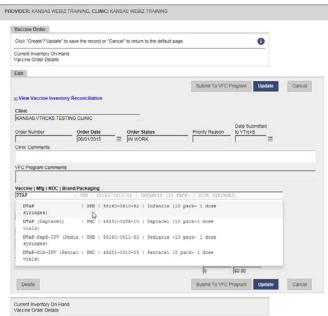
## **Submitting a Vaccine Order in KSWebIZ**

## Important things to note...

- Vaccines are split by the package not the total number of doses
- Frozen vaccines cannot be split
- You cannot have a duplicate vaccine product or NDC code on your order form the registry will not allow you to submit an order
- If you are wishing to order CHIP and VFC funded vaccine that is the same product and NDC, you will have to order the vaccine split
- Be sure to select Submit to VFC Program when your order is complete

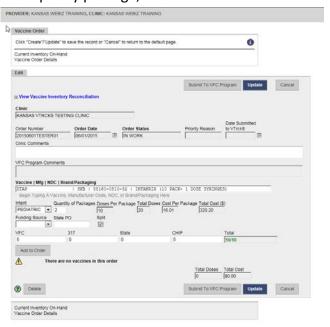
## Placing an order...

- 1. Proceed to the order form as usual
  - a. Select Vaccine Order
  - b. Select Add New Order
  - c. Select your clinic from the dropdown
  - d. Select Next
  - e. Confirm your shipping information
  - f. Select Next
  - g. Begin typing the name of the vaccine product you wish to order & select it when you see it



- h. Intent should always be entered as Pediatric
- i. Enter the number of packages you wish to order
- j. If you wish to have the vaccine split...
  - i. Check the split box
  - ii. Specify your split preference

- iii. Select Add to Order
- iv. NOTE vaccines are split by package, not total number of doses



- k. If you wish to order a full box of VFC, CHIP, or 317 (for Birth Hep B Hospitals ONLY)
  - i. Select that funding source
  - ii. Select Add to Order

